

CONFIDENTIAL

Approved For Release 2005/06/22 : CIA-RDP78-03568A000400120027-5

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Personnel & Procedures Staff

FROM : Chief, Organization & Methods Service

DATE: 19 June 1952

SUBJECT: Table of Organization for Biographic and Industrial Registers, OCD.

1. My examiner, [] has made an on-the-spot study of the requested Table of Organization. This office concurs with the following exceptions:

25X1A9A

Index Branch

We believe that the Office of the Chief should be devoted solely to management and any operations therein should be set up as a section. I, therefore, suggest that the Office of the Chief be composed of the following personnel:

Tab Equipment Operator Supervisor, Tab Project Planner, together with one clerk.

The rest of the staff should be set up as a section, for which we suggest the title "Reproduction and Control Section".

2. If the Office of Collection and Dissemination will make these changes, we will concur in the new T/O.

ok

FOIAB3B

Verbal approval

25X1

CONFIDENTIAL

Security Information

Approved For Release 2005/06/22 : CIA-RDP78-03568A000400120027-5